

Superior Court of
California
County of Modoc
Employment Opportunity



Legal Process Clerk

Monthly Salary Range \$2,030 to \$3,631

Application deadline:
Announcement # 08-02

ESSENTIAL FUNCTIONS OF POSITION: Under supervision, performs a wide variety of work involved in the preparation and maintenance of documents and records for court proceedings; accepting, filing and issuing legal documents; provide information concerning current calendar status, functions and procedures of the court and the office of the Clerk of the Court; and to do related work as required.

A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. The "Experience" Section of the application must be completed in its entirety.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Waits on customers at the counter and answers the telephone, providing information on the functions and procedures of the court, the status of cases, and requirements for filing documents.
- Assists individuals with completing documents and forms.
- Docket cases and calendar assignments.
- Prepares papers for the transfer of cases to other courts.
- Prepares failure to appear warrants.
- Accepts documents for filing in all levels of civil, family law, criminal and juvenile cases, probates and small claims.
- Confirms and files orders signed by judges.
- Revises forms and ensures proper availability of forms for legal and other filings.
- Receives confidential reports and makes them available to appropriate persons.
- Conducts record searches.
- Maintains filing systems for documents, making changes and adjustments as necessary.
- Assists with public access to court records, if appropriate.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Record keeping, filing, and retrieval systems.
- Modern office practices, methods, and computer equipment including the establishment and maintenance of filing and record keeping systems.
- English usage, spelling, grammar, and punctuation.
- Basic mathematical principles.

Skill to:

Operate modern office equipment including computer equipment.
Type at the rate of 45 words per minute from clear, legible copy. Take
and transcribe notes accurately.

Ability to:

Learn the functions, policies, and procedures of the Modoc County Superior Court.
Learn the pertinent codes, statutes, and regulations governing court operations.
Learn, interpret, and apply policies, procedures, laws, codes, and regulations including
those affecting public access and use of information and records maintained in the office
of the clerk of the court.
Learn the pertinent legal procedures and documents used in court cases.
Learn the principles and procedures of court calendar preparation and maintenance.
Learn, interpret, and apply the policies, procedures, laws, codes, and regulations
related to evidence custody, storage, disposition, and destruction.
Learn legal terminology.
Perform a wide variety of office support work.
Make arithmetical calculations.
Prepare clear and concise correspondence and reports.
Deal tactfully and courteously with the public and legal representatives in providing
information about court functions and proceedings.
Deal tactfully and courteously with the public in explaining the functions, procedures,
and laws governing the activities of the office of the Clerk of the Court.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those
contacted in the course of work.

MINIMUM QUALIFICATIONS

Requires two years of responsible office support experience in a position requiring extensive public
contact and preferably dealing with legal documents.

AND

Equivalent to the completion of the twelfth grade supplemented by training in office practices.

How to Apply:

Applications are available at the Robert A. Barclay Justice Center 205 South East St., Alturas. Or on
our web site: www.modocsuperiorcourt.ca.gov, or by calling human resources at (530) 233-6222.
Deadline to apply is 5:00 pm Friday March 28, 2008.

Employment is contingent upon passing a criminal background check.

MODOC COUNTY SUPERIOR COURT IS AN EQUAL OPPORTUNITY EMPLOYER. We do not
discriminate on the basis of race, religious creed, color, national origin, ancestry, medical
condition (cancer related only), mental or physical disability (including AIDS or
HIV), marital status, gender, or age. Minorities, women and the disabled are
encouraged to apply.